

# Retention and Classification Report

**Agency:** Governor. Office of Economic Development (325)

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**Records Officer** Alicia Ryans

00528	Executive correspondence
59908	Industrial development correspondence
03250	Labor market area reports
82881	Private Activity Bond Review Board meeting minutes
03261	Utah update scrapbooks

**AGENCY:** Governor. Office of Economic Development

**SERIES:** 528

3

**TITLE:** Executive correspondence

**DATES:** 1980-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This series contains the correspondence of the director of the Division of Business and Economic Development. Included are those documents from the director's correspondence which provide documentation of activities of the office which are not elsewhere documented.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 61.

**AUTHORIZED:** 03/30/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Historical

Disposition based on the value of these records in documenting agency achievements, policies, programs, and function.

**AGENCY:** Governor. Office of Economic Development

**SERIES:** 528

**TITLE:** Executive correspondence

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Governor. Office of Economic Development

**SERIES:** 59908

3

**TITLE:** Industrial development correspondence

**DATES:** 1981-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This correspondence to and from the office of Industrial Development documents the plans and programs of the Department of Community and Economic Development to promote Utah's industrial growth.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 10/1987

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Administrative Historical

These records are business-related correspondence that provides unique information about agency functions, policies, procedures, or programs. The records document material discussions and decisions and may originate on paper, electronic mail, or other media.

**AGENCY:** Governor. Office of Economic Development

**SERIES:** 59908

**TITLE:** Industrial development correspondence

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Governor. Office of Economic Development

**SERIES:** 3250

3

**TITLE:** Labor market area reports

**DATES:** i 1982-

**ARRANGEMENT:** Alphabetical by market area

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 03/29/2000

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1982 and continuing to the present. Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Governor. Office of Economic Development

**SERIES:** 82881

4

**TITLE:** Private Activity Bond Review Board meeting minutes

**DATES:** i 1984-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This series includes minutes, agenda, allocation applications (pertaining to Private Activity Bond Review Board case files, series 82878), and any related documents or supporting materials. They are maintained in order to document the history of the Private Activity Bond Review Board and its decisions or conclusions. Information includes the names of persons present, meeting dates, items considered, approval of applications, and other decisions or conclusions reached.

**RETENTION:**

Retain 10 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 12/1987

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 7 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then transfer to State Archives with authority to weed.

**AGENCY:** Governor. Office of Economic Development

**SERIES:** 82881

**TITLE:** Private Activity Bond Review Board meeting minutes

(continued)

**APPRAISAL:**

Administrative Historical

Meeting minutes are maintained permanently.

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Governor. Office of Economic Development

**SERIES:** 3261

3

**TITLE:** Utah update scrapbooks

**DATES:** 1983-

**ARRANGEMENT:** Alphanumerical.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Scrapbooks, photographs, articles, program notes and documentation of events sponsored or funded by an agency. Also included are narrative audio or audiovisual agency histories.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 03/29/2000

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Public